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HR Manager Jobs In Dubai | RTC1 Recruitment Services

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HR Manager Jobs In Dubai | RTC1 Recruitment Services Job Description Position Title: HR Manager

Employment Type: Full Time

Salary: up to 8.5K AED all-inclusive, depending on experience and qualifications

Job Location: Dubai, UAE

About the Client:

A New Culinary Gem in Downtown Dubai Serving Intercontinental Cuisine

Job Description: Develop and implement HR policies and procedures such as creating an employee handbook, setting guidelines for attendance, time-off requests, dress code, and other essential HR-related policies

Coordinate with supervisors and aligning with management on ideas for incentives, shift rotation and other initiatives to create a positive and motivated workforce

Oversee payroll processes and coordinate employee benefits such as health insurance, and other perks that may be offered

Report HR-related expenses (recruitment, payroll adjustments, health & safety issues) and the overall HR budget to the CEO, aligning with the company's financial goals

Collaborate with approved HR partners and vendors to ensure a seamless recruitment process, including interviews and onboarding for new hires, while adhering to employment laws and organizational guidelines Skills

Qualifications: 40 years old and below

At least 5 years of experience in related role

Must have experience in handling a team from hiring, visa processing, documents filing, assistance on payroll and employee benefits along with performance management until offboarding process

Immediate joiners or with maximum 1 month notice will be prioritized

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